

Retention and Classification Report

Agency: Board of Pardons and Parole (754)

448 East 6400 South
Suite 300
Salt Lake City, UT 84107
801-261-6464

Records Officer Greg Johnson

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AGENCY: Board of Pardons and Parole

SERIES: 28263

3

TITLE: Chairman correspondence

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Board of Pardons and Parole

SERIES: 28263

TITLE: Chairman correspondence

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 80460

4

TITLE: Correspondence

DATES: i 1914-1948; 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

The Board of Pardons corresponds with various court and other state officials, private citizens, and the prisoners themselves regarding parole status and criminal histories of individual inmates. Since the major responsibility of the Board is to determine how long a criminal offender should remain either in direct custody in prisons or jails, or under close supervision as a parolee, most correspondence relates to this decision. Routine correspondence about Board meetings, schedules, or agenda can also be found in the series.

Supporting documents are often attached to the correspondence, and these usually include court information reports and transcripts, or newspaper clippings or petitions about a particular case. Missing records include the files from 1923-1926 and from 1949-1981.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Historical

This series is one of the few kept by this office that documents its primary activities; therefore, it has evidentiary and historical value.

AGENCY: Board of Pardons and Parole

SERIES: 80460

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 80134

1

TITLE: Criminal history case files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These files each contain a comprehensive history of a criminal offender which is continually updated. The board members reference this file when they are considering the inmate for release on parole. Only the names of those inmates being considered for parole and release are found in these files. Included in these records are commitment papers, Board of Pardons reports, admittance and assessment records (face sheet), progress reports, incident reports, treatment plans, detainers, disciplinary reports, education and work records, correspondence regarding the inmate, psychological profiles, and pre-sentence investigations. Upon meeting retention of this series, the Board of Pardons will continue to retain "high profile" cases as part of Series 20374. Documents the history of all offenders on probation or parole. Includes offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

RETENTION:

Retain 20 years after parole is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until parole is terminated and then

AGENCY: Board of Pardons and Parole

SERIES: 80134

TITLE: Criminal history case files

(continued)

transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

Administrative Historical

This disposition is based on administrative need. In Utah, there are no statutes mandating a retention for inmate records, but there is a statute that limits the maximum parole period for a released inmate to ten years. Because of potential recidivism of the parolees, criminal records should be kept for the entire ten year period. Previous decision: RDR# 76-45, 5 years after closed. In November 2005, the Board determined that the ten years was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the retention was lengthened to 20 years.

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not the individual is an inmate, and name of probation officer.
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, and home phone number.
Exempt.	Pre-sentence investigation information.
Controlled.	All other data.

AGENCY: Board of Pardons and Parole

SERIES: 26411

3

TITLE: Final hearing results

DATES: 1970-

ARRANGEMENT: Chronological by date of hearing

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains the weekly postings of hearing and review results (decisions) finalized by the board. It also contains the results calendars. The hearing and review results document the following types of hearings: original, parole violations, pardons, transfers, administrative, etc. Their purpose is to determine inmate parole, transfer, release and other actions. The calendars are a daily log which list inmate names and numbers, board participant names, hearing times, and most importantly, the tape count for each hearing. Tape counts serve as finding aids for the original hearing tapes. (Series 14829).

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 02/15/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 26411

TITLE: Final hearing results

(continued)

APPRAISAL:

Administrative Historical Legal

These records document the historical value of the final decisions of the Board of Pardons and Parole. The tape counts provide essential reference information for researching the original tapes.

These records are based on UCA 77-27-8(1) 1994.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 14829

1

TITLE: Hearing recordings

DATES: 1982-

ARRANGEMENT: Chronological by date of hearing.

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Retain 15 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: For records beginning in 1982 through 2008. Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 15 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 14829

TITLE: Hearing recordings

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(13 & 14)(2014))

AGENCY: Board of Pardons and Parole

SERIES: 20374

1

TITLE: High-profile criminal history case files

DATES: 1987-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files contain a comprehensive history of high-profile criminal offenders. Included in these records are commitment papers, Board of Pardons reports, admittance and assessment records (face sheet), progress reports, incident reports, treatment plans, detainers, disciplinary reports, education and work records, correspondence regarding the inmate, psychological profiles, and pre-sentence investigations. Criminal history case files, series 80134 are to be retained for 20 years after parole is terminated and then destroyed provided high-profile cases have been extracted.

RETENTION:

Retain for 15 years as part of series 80134 - Criminal history case files.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of this series to document high-profile criminal cases within Utah.

AGENCY: Board of Pardons and Parole

SERIES: 20374

TITLE: High-profile criminal history case files

(continued)

PRIMARY CLASSIFICATION:

Public	Name of individual, crimes committed.
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SECONDARY CLASSIFICATION(S):

Private.	Social Security number, home address, and home phone number.
Controlled.	Medical data

AGENCY: Board of Pardons and Parole

SERIES: 80135

1

TITLE: Inmate reference card files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are quick reference files on all offenders which have had files kept on them by the Board of Pardons. They are no longer kept up-to-date because OBCIS now serves the same purpose. Includes statistical offender data, demographic information about the inmate, court where committed, crime, sentence, and presiding judge.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then retain in office for permanent storage & reference.

APPRAISAL:

Administrative

This needs to be retained by the Board of Pardons' staff for reference purposes.

AGENCY: Board of Pardons and Parole

SERIES: 80135

TITLE: Inmate reference card files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 332

4

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minutes have been kept by the Board, as required by law, to record the proceedings of hearings held to determine if individual prisoners were eligible for parole, pardon, commutation, or termination of sentence. During the hearings the prisoner was interviewed by the Board, and interested persons could testify, under oath, for or against the prisoner. Reports of law enforcement and court officials were often presented during the hearing. Summaries of these reports as well as decisions of the Board are also included in the minutes. Factors considered in reaching a decision generally revolved around the criminals prison history, evidence of rehabilitation, and the social and economic resources available to the offender once released. Formal orders issued by the Board or forms indicating that the meeting times of parole hearings were publicized are sometimes attached to the minutes.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and transfer to State Archives with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 332

TITLE: Minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28265

3

TITLE: Performance audit records

DATES: 2013-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

AUTHORIZED: 04/19/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical
Administrative

AGENCY: Board of Pardons and Parole

SERIES: 28265

TITLE: Performance audit records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28266

3

TITLE: Policies and procedures

DATES: 2013-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Administrative

AGENCY: Board of Pardons and Parole

SERIES: 28266

TITLE: Policies and procedures

(continued)

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 28264

1

TITLE: Proposed legislation records

DATES: 2013-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain information created by Pardons and Parole staff for the purpose of proposing legislation.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Protected

AGENCY: Board of Pardons and Parole

SERIES: 28264

TITLE: Proposed legislation records

(continued)

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 25353

3

TITLE: Publications

DATES: 1952-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/31/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications help document the history and functions of agencies.

AGENCY: Board of Pardons and Parole

SERIES: 25353

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28267

3

TITLE: Record transfer sheets (RTS)

DATES: 2013-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative Historical

AGENCY: Board of Pardons and Parole

SERIES: 28267

TITLE: Record transfer sheets (RTS)

(continued)

PRIMARY CLASSIFICATION:

Public